

Memo for the Record---

In 1969 when we prepare the request for the annual report we should delete the first line (cu ft on hand for the last year). We have the information available to us on our last year's overall reports. This item seems to confuse the Records Officers. In many cases they do not give us the total on hand (records plus reference). Consequently, the figure does not correspond with ours.

In chatting with Vince he thought we might leave it off and just ask for the current year information. Also we should add an item to cover "Number of Reel of Mag tape". Vince would also like to give the Records Officers a conversion table such as the one [REDACTED] prepared for his area or one like [REDACTED] uses in his area (both attached).

25X1A  
25X1A

25X1A

[REDACTED]  
8/26/68

ADMINISTRATIVE - INTERNAL USE ONLY

25 April 1968

TO :

SUBJECT: Annual Report of Records Holdings

1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in program planning and in measuring the effectiveness of the Records Program. They are also used to satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below.

2. August 16, 1968 is the deadline for this year's reports. Your cooperation in meeting this deadline will be appreciated. Your comments or suggestions concerning the Records Management Program will help us to evaluate the Program and to make improvements where necessary. If you have any questions, please call me on extension [REDACTED] STATINTL STATINTL

[REDACTED]  
CIA Records Administration Officer

---

REPORT OF RECORDS VOLUME IN AGENCY OFFICES  
FY 1968

\_\_\_\_\_  
date

\_\_\_\_\_  
cu. ft. of records on hand 1 July 1967

\_\_\_\_\_  
cu. ft. of records on hand 30 June 1968

\_\_\_\_\_  
cu. ft. of records destroyed within your offices  
during the fiscal year (exclusive of Records Center)

\_\_\_\_\_  
linear feet of reference and library type materials  
(books, periodicals and newspapers) on hand 30 June  
1968. (This volume is separate and not to be in-  
cluded in the records volume of line 2.)

[REDACTED]

\_\_\_\_\_  
Directorate/Office

\_\_\_\_\_  
Signature

ILLEGIB


ADMINISTRATIVE - INTERNAL USE ONLY


25 April 1968

TO :

SUBJECT: Annual Report of Records Holdings

1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in program planning and in measuring the effectiveness of the Records Program. They are also used to satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below.

2. August 16, 1968 is the deadline for this year's reports. Your cooperation in meeting this deadline will be appreciated. ~~STATINTL~~ comments or suggestions concerning the Records Management Program will help us to evaluate the Program and to make improvements where necessary. If you have any questions, please call me on extension  ~~STATINTL~~

  
CIA Records Administration Officer

---

REPORT OF RECORDS VOLUME IN AGENCY OFFICES  
FY 1968

\_\_\_\_\_ date

\_\_\_\_\_ cu. ft. of records on hand 1 July 1967

\_\_\_\_\_ cu. ft. of records on hand 30 June 1968

\_\_\_\_\_ cu. ft. of records destroyed within your offices  
during the fiscal year (exclusive of Records Center)

\_\_\_\_\_ linear feet of reference and library type materials  
(books, periodicals and newspapers) on hand 30 June  
1968. (This volume is separate and not to be in-  
cluded in the records volume of line 2.)

\_\_\_\_\_  
Directorate/Office

\_\_\_\_\_  
Signature

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

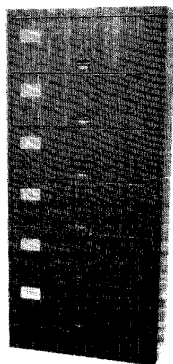
SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	25 Jun 68	[Signature]
2	[REDACTED]		
3	<i>I'd really like to develop this for future use with the RMO's</i>		
4			
5			[Signature]
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
Vince,  This is a "thing" I had made up to assist those who are doing the physical count of records for our annual inventory. It has proven to be a good aid for those who are unfamiliar with filing equipment. It may be of interest to others.  [REDACTED]			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
[REDACTED] ext. [REDACTED]		25 Jun 68	

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

## NOW YOU ARE READY TO START

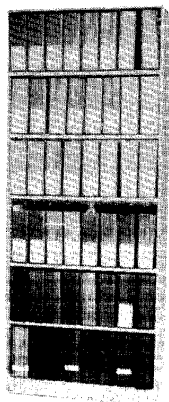
### WHERE DO YOU FIND RECORDS?

### HOW DO YOU MEASURE THEM?



#### SHELF FILING

1 SHELF LETTER SIZE =  $2\frac{1}{2}$  CU. FT.  
1 SHELF LEGAL SIZE = 3 CU. FT.

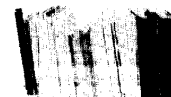


#### CARD FILES

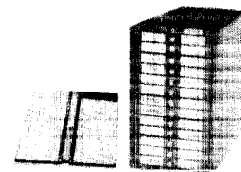


ONE LINEAR FOOT  
 $3 \times 5 = \frac{1}{10}$  CU. FT.  
 $5 \times 8 = \frac{1}{4}$  CU. FT.

#### ON DESKS

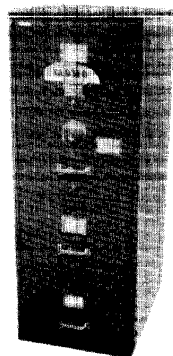


ACTUAL LINEAR  
MEASUREMENT



#### VISIBLE INDEX

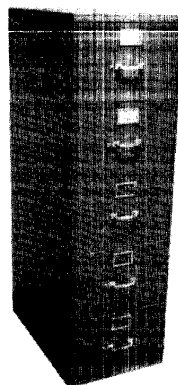
COMPUTE ON 4,800 CARDS  
PER CU. FT.



#### SAFES

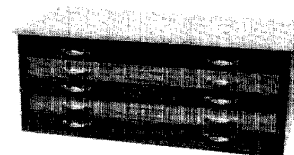


#### DESKS



#### FILING CABINETS

ONE DRAWER LETTER SIZE =  $1\frac{1}{2}$  CU. FT.  
ONE DRAWER LEGAL SIZE = 2 CU. FT.




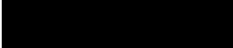
#### MAP CASES

TOTAL INSIDE CUBIC  
MEASUREMENT

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

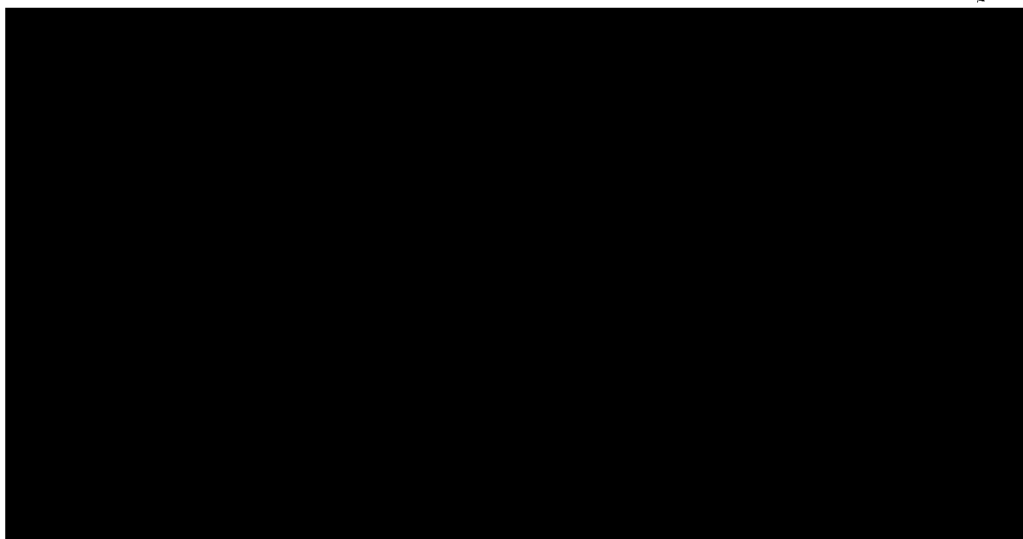
SENDER WILL CHECK ONE OF THE FOLLOWING CATEGORIES			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	RITA	4/17	ed
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> Have you seen these? Do you agree? Should we delete para. 2? Do you agree with my editing of the last line of the report? Let's conclude this project by the 25 Apr.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4 UNCLASSIFIED			SECRET

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1		<i>back</i>	<i>KK</i>
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Attached is the annual report memo RITA and I worked up. Do you agree with the wording?</p> <p>I am very interested in  type of report form to help our RMO's. Should we provide that type?</p> <p>May I have your comments and suggestions---</p> <p><i>arrk</i></p>			
D HERE TO RETURN TO SENDER			
ME, ADDRESS AND PHONE NO.			DATE

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

ILLEGIB



Instead of typing  
each one - some 50 or  
60 - why don't we  
find an office with  
a flexewriter or dural  
(such as Supply or PSD)  
cut a tape and do  
them that way - only  
the name would have  
to be typed in! Let's  
automate?



Approved For Release 2001/07/28 : CIA-RDP74-00380R000200120000-1

002-4

STATINTL

I feel that the only thing that has to be said in paragraph 2. is that it will not be necessary to compile an equipment inventory this year.

I also think that we should reproduce the SSA conversion tables so that we can get an accurate figure on tab cards.

Approved For Release 2001/07/28 : CIA-RDP74-00380R000200120000-1

STATINTL

SECRET

(When Filled In)

SPEED LETTER		REPLY REQUESTED		DATE
		YES	NO	LETTER NO.
TO : ARO's		FROM:		
ATTN:				
<p>1. An annual report on records holdings is required from the Records Management Officer in each component at the end of each Fiscal Year. These inventory reports assist in Program planning and measure the effectiveness of the Records Program, <del>as well as</del> <sup>FINALLY THIS IS USED TO</sup> satisfy reporting requirements levied upon the Agency by the National Archives and Records Services. The information required may be itemized below. August 16, 1968 is the deadline for this year's reports.</p> <p>2. During FY 1969 at the direction of the President all agencies will be asked by GSA to conduct a records cleanup campaign between September and May. Our campaign will probably be held in the spring at which time we will request an inventory of filing equipment from all Records Officers. A notice on that campaign will be prepared as soon as the dates have been established.</p> <p>3. Your cooperation in meeting the deadline for submitting your report to this office will be appreciated. Your comments or suggestions concerning the Records Management Program will help us to evaluate the program and to make improvements where necessary. <del>If you are unable to meet the deadline</del> <sup>if you have any questions, please call me on extension</sup> [REDACTED] STATINTL</p> <p style="text-align: right;">CIA Records Administration Officer</p>				
REPLY		DATE		
<p><i>Ad case</i> → FY 1968</p> <p>Report of Records Volume in Agency Offices</p> <p>_____ cu. ft. of records on hand 1 July 1967</p> <p>_____ cu. ft. of records on hand 30 June 1968</p> <p>_____ cu. ft. of records destroyed within your offices during the fiscal year (exclusive of Records Center)</p> <p>_____ linear feet of reference and library type materials (books, periodicals and newspapers) on hand 30 June 1968. (This volume is separate and not to be included in the records volume of line 2 above.)</p>				
<p style="text-align: right;">Signature _____ office</p>				

ADMINISTRATIVE - INTERNAL USE ONLY

(When Filled In)

3 July 1967

TO: Chief, C/F

FROM: OER Records Management Officer

SUBJECT: Annual Inventory of OER Records - Fiscal Year 1967

1. The Office of Economic Research has been requested by the Chief, Records Administration Staff, DD/S to make an annual report of the volume of records maintained in OER offices as of the end of Fiscal Year 1967.

2. For the purpose of this inventory, "records" are defined as intelligence, administrative, and/or reference material (regardless of form) maintained in any manner in OER offices.

3. Material placed in filing equipment for overnight or transitory storage will not be included in this inventory.

4. An outline is provided on the reverse side of this memorandum for recording your inventory. Please indicate separate estimates for the following material:

- a. Letter (where letter-size material is filed in legal-size cabinets, report measurements as legal.)
- b. Legal
- c. 3x5 cards
- d. 5x8 cards
- e. Library material
- f. Maps

Report estimates to the nearest linear foot of depth. (A letter or legal size safe drawer is two feet in depth.)

5. It is requested that this report of records maintained in your component be forwarded to the OER Records Management Officer, Room 4F-19, Headquarters Building by c.o.b. 28 July 1967.

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

END OF FISCAL YEAR INVENTORY OF RECORDS

COMPONENT OER/Communist/Far East Branch

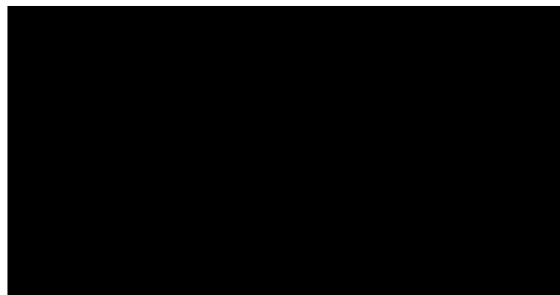
DATE 10 July 1967

(a)	(b)	(c)	(d)	(e)	(f)
Letter	Legal	3x5 cards	5x8 cards	Library Material	Maps
	96			128	

a through e to be reported in linear feet

f to show number of five-drawer map cabinet sections in use, if any.

STATINTL



20 June 1967

TO :

SUBJECT: Annual Report of Records Holdings

1. Your annual report of records holdings and records destroyed for FY 1967 may be recorded below for return to my office by 1 August. The statistical data supplied by you enables us to evaluate the progress of the Records Management Program in each office and provides the basic input for our report to the National Archives and Records Services.

2. Your cooperation in supplying this data enables us to measure the effectiveness of the Agency Records Management Program and also to determine areas where problems may exist.

3. I would appreciate receiving any comments and suggestions you may have concerning the Records Management Program.

STATINTL

RECORDS VOLUME REPORT  
FY 1967

\_\_\_\_\_ cu. ft. of records on hand 1 July 1966

\_\_\_\_\_ cu. ft. of records on hand 30 June 1967  
(exclusive of books, periodicals, and newspapers)

\_\_\_\_\_ linear feet of non-record books, periodicals, and  
newspapers on hand 30 June 1967

\_\_\_\_\_ cu. ft. of records destroyed in your offices during  
FY 1967 (exclusive of Records Center disposal)

RAS copy

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	[REDACTED]				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION		SIGNATURE	
<b>Remarks:</b>  <p>Frank:</p> <p>The regular annual package for the DDP/RMO's per the telephone list, has been sent to Mr. [REDACTED] this year. The attached is sent to you for your information.</p> <p>Whatever assistance you can give us or [REDACTED] will be appreciated by me.</p>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED] Chief, Records Admin Br., 888				4/26/68	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

FORM NO. 1-67 237 Use previous editions

(40)

RAS copy

☐ UNCLASSIFIED ☐ INTERNAL ONLY ☐ CONFIDENTIAL ☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Annual Report of Records Holdings

FROM:

Chief, Records Administration Branch

EXTENSION

NO.

DATE

26 April 1968

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. The attached requirement for an annual report on office records holdings, both here and overseas, is more important than ever. Each year the volume has consistently grown in all the offices and our Records Center.

2. Your assistance with this year's inventory will be greatly appreciated.

Attachments  
Annual Inventory Report Forms

Approved For Release 2001/07/28 : CIA-RDP74-00390R000200190002-4

FORM 3-62

610

USE PREVIOUS EDITIONS

☐ SECRET

☐ CONFIDENTIAL

☐ INTERNAL USE ONLY

☐ UNCLASSIFIED